



Preliminary Report of the NELAC/INELA Partnership Planning Team

August 12, 2006

NELAC/INELA MOU



- Signed by NELAC and INELA chairs on June 15
- Formation of PPT and a commitment of up to 6 months of good faith negotiations toward a combined organization
- Representation to include:
 - 5 members selected by NELAC Board
 - 5 members selected by INELA Board

PPT Members



o NELAC

- Marcia Davies
- Judy Duncan
- Richard Sheibley
- Aurora Shields
- Karen Varnado

o INELA

- Steve Arms
- Dave Speis
- Sharon Mertens
- Jerry Parr
- Alfredo Sotomayor

Charter



- Explore options and develop recommendations on:
 - Timeline
 - Mission and vision
 - Bylaws
 - Board of directors
 - Executive leadership
 - Budget
 - Organization name
 - Corporate structure
 - Programs
 - Publicity and outreach
 - Implementation issues

Underlying Assumptions



- Combining the operations of NELAC and INELA will result in a stronger organization
- Combining operations will allow NELAC to achieve self-sufficiency quicker
- Combining operations is less disruptive to the stakeholder community

NELAC Assets



- Vision for a national accreditation program
- Established infrastructure for recognition of accrediting authorities and accrediting laboratories
- PT Program
- Dedicated volunteer group of state and federal officials
- Cooperative agreement funding through NFSTC to provide support for NELAC/NELAP

INELA Assets



- Vision for a national accreditation program
- Recognized by the IRS as a 501c3
- Infrastructure for consensus standards development, including accreditation from ANSI
- License agreements with ANSI and ASTM for use of ISO standards
- Dedicated volunteers representing all stakeholders
- Cooperative agreement funding from EPA for standards development and technical assistance
- Established business structure

Activities of PPT



- Preliminary proposal presented today for discussion and comment
- Addresses 11 key elements

Key Elements Addressed



- o Values
- o Mission
- o Vision
- o Programs
- o Membership
- o Board
- o Name
- o Personnel
- o Timeline
- o Transition
- o Communication

7 Core Values



0 1. Inclusive

0 2. Integrity/honesty

- No conflict of interest

0 3. Quality

- Belief that the program is worthwhile
- Quality is an underlying value for everything we do

0 4. Responsive

- Visionary
- Proactive
- Progressive
- Respect for diversity/balance
- Flexible
- Multi-faceted

7 Core Values



○ 5. Open/transparent

- Information is available
- The process is visible

○ 7. Legally defensible

- Legitimate
- Credible

○ 6. Self-sustaining

- Partnership
- Independence

○ Additional thoughts

- True national program
- Professionalism
- Program
 - Flexibility
 - Quality
 - Strive for consistency

Mission

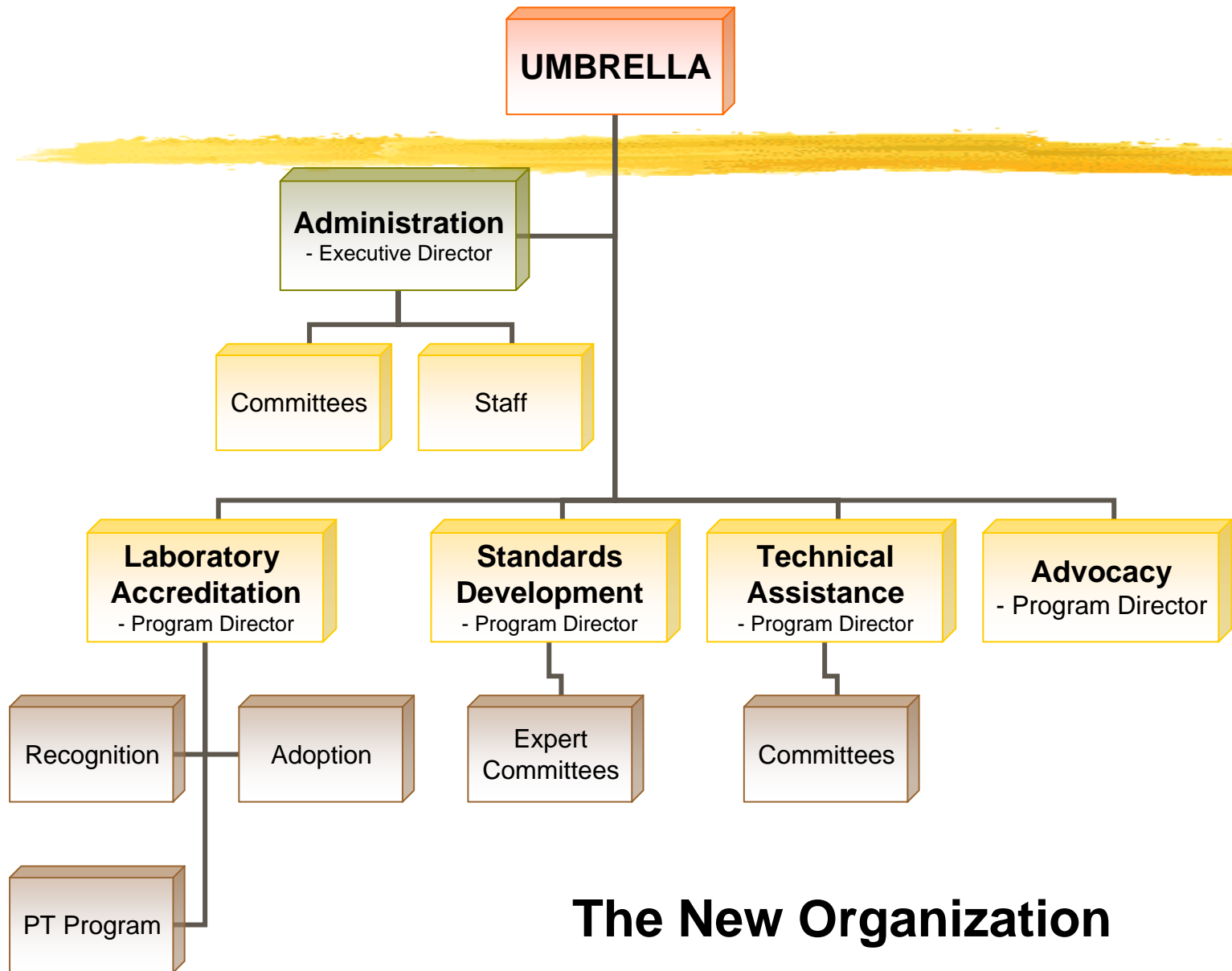


- The purpose of the organization is to foster the generation of environmental data of known and documented quality through an open, inclusive and transparent process that is responsive to the needs of the community.

Vision



- All entities generating environmental data in the United States will be accredited to a national standard.



The New Organization

Key Programs



- Accreditation of Testing Laboratories
- Development of consensus standards
- Technical Assistance
- Advocacy
- Administration

Accreditation Program



- Standards Adoption
- Credible Recognition of AAs
- Recognition and oversight of PT providers
- Implementation and decision-making limited to government
- Additional input needed on structure and functions of this group

Standards Development



- Consensus process with inclusion of all
- Use INELA model and policies

Technical Assistance



- Outreach
 - Newsletter
 - Presentations
 - Participation at conferences
- Training
 - Laboratories
 - Assessors
 - Evaluators (of AAs)
- Mentoring
- Templates and tools
- Website
- Forum
 - Annual meeting
 - Other mechanisms to foster discussion and information exchange

Administration



- Member services
- Fiscal responsibilities and self-sustainability
- Voting processes
- Record maintenance and retention
- Operational administrative functions
- National database

Advocacy



- EPA program acceptance/participation
- Laboratory participation
- State participation
- Other Federal (non-EPA) participation
- Users of laboratory data
- Generating documents to support advocacy

Corporate Structure



- Incorporated 501(c)3, not-for-profit
- Member organization
- Managed by a Board of Directors

Members



o Individual members

- may vote
- may serve on committees and the board
- entitled to member discounts
- access to members area of website

o Organizational members

- may appoint individual members
- are recognized
- may not vote

Restricted Membership



- o Additional membership requirements may be needed for specific programs, e.g. Accreditation Program

Board of Directors (Transition)



- Transition board will be combination of existing boards of NELAC and INELA, 9 members from each board
- New board elected as soon as possible

Board of Directors



- o 12 members
 - 3 AA's
 - 3 Labs
 - 3 Other (to include regulators both state and federal, consultants, vendors, trainers)
 - 3 At large
- o Staggered 3 year terms
- o Need comments on structure and composition of Board

Personnel



- Executive Director to manage administrative activities of organization
- Program Directors to manage each key program
 - May be hired staff, contractor, or volunteer
- Support staff for other functions
 - Web site, clerical, meetings, etc.

Name of New Organization



- **ANELA** – Association for National Environmental Laboratory Accreditation
- **ASELA** – American Society for Environmental Laboratory Accreditation
- **NELAA** – National Environmental Laboratory Accreditation Association

Continuation of Key Programs is Essential



- Accrediting Authorities must be able to have mutual recognition
- Accrediting Authorities must continue to accredit laboratories to a national standard
- A2LA must continue to serve as a PTOB/PTPA
- The INELA standards development process must continue
- Work on the EPA cooperative agreements must continue
- INELA must continue its essential business operations

Continuation of NELAC/NELAP Functions



- NELAC Board will continue to deal with NELAP issues in the interim
- NELAC Board will help AARB and PT Board until new organization formed
- The NELAC Standard is a public record and it will not go away
- Program to recognize AA's needed before migration

Continuation of INELA Functions



- INELA Board, staff and committees will continue current functions until the new organization begins operation
- Plans to migrate essential assets into the new organization will occur in late Fall 2006, after a decision is reached

Timeline: Fall 2006



- PPT continues work based on comments received at Kansas meeting
- PPT to present recommendations to Boards of NELAC and INELA in early November
- Each Board must independently decide to move forward

Timeline: 2007



o January 2007

- Organization will have defined members
- Organization will be operational
- Transition board will be functional
- Plan for election of new board announced in Denver

Communication



- Summary from breakout sessions to be presented at NELAC close on Tuesday
- Written comments may be sent to johns.susan@insightbb.com before August 25
- All attendees and INELA members will receive periodic updates
- Forum for posting comments and questions on the INELA web site
- Outreach efforts to others will continue

Breakout Sessions



- Your opportunity to review and comment on preliminary proposal
- Discussion topics focused on:
 - Organization and membership
 - Governance and structure
- Additional comments may be submitted up to August 25